

Records Disposal
Authority
**Department of
Transport and Regional
Services**

Job no 2004/616220

15 March 2005



Australian Government

National Archives of Australia

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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well as the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace

Parkes ACT 2600

PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: recordkeeping@naa.gov.au

Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2004/616220

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

**Person to whom notice of
authorisation is given:**

Chief Information Officer
Dept of Transport & Regional Services
Level 2, 111 Alinga Street
Canberra 2600

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

Records of regional services development and local government;
territory policy and development; transport environment
management; transport infrastructure development; transport
safety; transport services and regulations.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer
National Archives of Australia

15 March 2005

Steve Stuckey
Assistant Director-General
Collection Preservation and Management

For further information about applying the disposal classes, contact the Chief Information Officer – Department of Transport and Regional Services.

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

Entry	Description of Records	Disposal Action
Class no. 9291	Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the regional services development and local government function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1942 -)	Retain as national archives
Class no. 9292	Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1942 -)	Destroy 10 years after action completed
Class no. 9293	Records documenting the receipt and provision of external advice on regional services, development and local government issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1942 -)	Destroy 5 years after action completed
Class no. 9294	Records documenting the receipt and provision of internal advice on regional services, development and local government issues. (Date range: 1942 -)	Destroy 1 year after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Advice.

For liaison through committees, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT – Committees.

Entry	Description of Records	Disposal Action
Class no. 9295	Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1942 -)	Destroy 3 years after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 9296	Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1942 -)	Retain as national archives
Class no. 9298	Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1942-)	Destroy 20 years after last action
Class no. 9297	Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1942-)	Destroy 20 years after last action
Class no. 9299	Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1942 -)	Destroy 20 years after completion or other termination of contract
Class no. 9300	Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1942-)	Destroy 15 years after completion or other termination of contract
Class no. 9301	Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1942 -)	Destroy 12 years after completion or other termination of contract
Class no. 9302	Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1942 -)	Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 9303	Delegations of power to agency staff to authorise administrative action relating to regional services development and local government. (Date range: 1942 -)	Destroy 7 years after delegation expires
Class no. 9304	Authorisations for administrative action relating to the regional services development and local government function. (Date range: 1942-)	Destroy 7 years after action completed

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For forums and the meetings of individuals that are not considered committees, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9305	Records of committees formed to consider significant matters relating to regional services development and local government, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1942 -)	Retain as national archives
Class no. 9306	Records of all other committees and/or subcommittees formed to consider specific matters relating to the regional services development and local government function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1942 -)	Destroy 5 years after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Committees- Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For forums and the meetings of individuals that are not considered committees, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9307	Working papers documenting the conduct and administration of committees which consider matters relating to the regional services development and local government function. Includes: <ul style="list-style-type: none"> • agenda • notice of minutes • draft minutes (Date range: 1942 -)	Destroy when no longer required for administration or as a reference document

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9308	Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1942 -)	Destroy 7 years after completion or other termination of contract

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9309	Records documenting the management of specific customer services provided to the public e.g. managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. (Date range: 1942 -)	Destroy 3 years after action completed
Class no. 9310	Records documenting the development of service charters and directives relating to the provision of services to the organisation's public clients. Includes copies of internal directives and charters. (Date range: 1942 -)	Destroy 3 years after superseded

Disaster Relief

The activities associated with mitigating, minimising and rectifying the effects of natural disasters on communities. Includes trust funds, rebuilding grants and emergency accommodation.

Entry	Description of Records	Disposal Action
Class no. 9311	Records documenting significant disaster relief activities for natural disasters of lasting national interest such as disasters involving loss of life and/or that have a significant impact on the community. (Date range: 1999 -)	Retain as national archives
Class no. 9312	Records documenting disaster relief activities including the provision of trust funds, rebuilding grants and emergency accommodation. (Date range: 1999 -)	Destroy 14 years after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the Department of Transport and Regional Services broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9313	Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to regional services development and local government. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1942 -)	Destroy 5 years after action completed
Class no. 9314	Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific regional services development and local government programs and services. (Date range: 1942 -)	Destroy 2 years after last action

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9315	Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1942 -)	Destroy 2 years after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 9316	Records documenting the evaluation and ongoing monitoring of regional services development and local government programs and services. (Date range: 1942 -)	Destroy 5 years after action completed

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 9317	Final version of minutes and supporting documents tabled at meetings held to support the regional services development and local government function. Includes meetings with external agencies. (Date range: 1942 -)	Destroy 3 years after action completed
Class no. 9318	Working papers documenting the conduct and administration at meetings held to support the regional services development and local government function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1942 -)	Destroy when no longer required for administration or as a reference document

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Evaluation.

For the analysis and interpretation of data, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Statistical Analysis.

Entry	Description of Records	Disposal Action
Class no. 9319	Records documenting the collation of statistics and data relating to the regional services development and local government function. Includes: <ul style="list-style-type: none"> • project definitions • scope • methodology • accompanying report (Date range: 1942 -)	Destroy 20 years after action completed
Class no. 9320	Statistics and raw data collected from industry and community sources. (Date range: 1942 -)	Destroy 20 years after action completed
Class no. 9321	Master copy of guidelines for the collection of data. (Date range: 1942 -)	Destroy when guidelines are superseded

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of Records	Disposal Action
Class no. 9322	Final version of plans relating to the regional services development and local government function. (Date range: 1942 -)	Destroy 3 years after plan is superseded
Class no. 9323	Working papers used to develop all plans. Includes draft plans, reports analysing issues and comments received from all areas of the organisation. (Date range: 1942 -)	Destroy 1 year after adoption of the final plan
Class no. 9324	Copies of all regional services development and local government plans. (Date range: 1942 -)	Destroy when no longer required for administration or as a reference document

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9325	Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the regional services development and local government function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1942 -)	Retain as national archives
Class no. 9326	Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the regional services development and local government function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1942 -)	Destroy 20 years after policy is superseded
Class no. 9327	Working papers relating to the development and establishment of regional services development and local government policies. (Date range: 1942 -)	Destroy 3 years after the policy is superseded
Class no. 9328	Copies of regional services development and local government related plans. (Date range: 1942 -)	Destroy when no longer required for administration or as a reference document

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 9329	Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1942 -)	Destroy 5 years after procedures are superseded
Class no. 9330	Records documenting the development of procedures. (Date range: 1942 -)	Destroy 1 year after production of procedures
Class no. 9331	Copies of manuals, handbooks, directives etc. (Date range: 1942 -)	Destroy when no longer required for administration or as a reference document

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Policy.

For the procedures to be followed relating to program funding, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9332	Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1942 -)	Destroy 7 years after completion of the program or project
Class no. 9333	Unapproved applications for funding. (Date range: 1942 -)	Destroy 3 years after last action
Class no. 9334	All working papers on the allocation of funds. (Date range: 1942 -)	Destroy 3 years after completion of program or project

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 9335	Final version of formal internal reports and reports made to external agencies. (Date range: 1942 -)	Destroy 5 years after action completed
Class no. 9336	Final version of work progress reports and status reports. (Date range: 1942 -)	Destroy 3 years after action completed
Class no. 9337	Working papers documenting the development of reports including drafts and comments. (Date range: 1942 -)	Destroy 1 year after action completed

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Policy.

Entry	Description of Records	Disposal Action
Class no. 9338	Final version of research reports. (Date range: 1942 -)	Destroy 10 years after publication
Class no. 9339	Drafts, comments and working papers documenting research. (Date range: 1942 -)	Destroy 5 years after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9340	Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1942 -)	Destroy 5 years after action completed
Class no. 9341	Working papers documenting a review of programs and operations. (Date range: 1942 -)	Destroy 2 years after action completed

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

Entry	Description of Records	Disposal Action
Class no. 9342	Final version of statistical analysis reports. (Date range: 1942 -)	Destroy 10 years after publication
Class no. 9343	Databases of aggregated data used for trend analysis. (Date range: 1942 -)	Destroy 10 years after data superseded
Class no. 9344	Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1942 -)	Destroy 5 years after action completed

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT – Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9345	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1942 -)	Destroy 20 years after completion or other termination of contract
Class no. 9346	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1942 -)	Destroy 15 years after completion or other termination of contract
Class no. 9347	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1942 -)	Destroy 12 years after completion or other termination of contract
Class no. 9348	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1942 -)	Destroy 7 years after tender process completed
Class no. 9349	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1942 -)	Destroy 7 years after tender process completed
Class no. 9350	Records documenting post-offer negotiations and due diligence checks. (Date range: 1942 -)	Destroy 7 years after tender process completed
Class no. 9351	Tender register. (Date range: 1942 -)	Destroy 7 years after last entry

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT – Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9352	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1942 -)	Destroy 7 years after completion or other termination of contract
Class no. 9353	Contract register. (Date range: 1942 -)	Destroy 7 years after last entry
Class no. 9354	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1942 -)	Destroy 2 years after tender process completed or decision made not to continue with tender

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

Entry	Description of Records	Disposal Action
Class no. 9355	Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the territory policy and development function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1901 -)	Retain as national archives
Class no. 9356	Records documenting provision of advice on policy and procedures to external agencies or individuals. (Date range: 1901 -)	Destroy 10 years after action completed
Class no. 9357	Records documenting the receipt and provision of external advice on territory policy and development issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9358	Records documenting the receipt and provision of internal advice on territory policy and development issues. (Date range: 1901 -)	Destroy 1 year after action completed

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and territory governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TERRITORY POLICY AND DEVELOPMENT - Advice.

For liaison through committees, use TERRITORY POLICY AND DEVELOPMENT – Committees.

Entry	Description of Records	Disposal Action
Class no. 9359	Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1901 -)	Destroy 3 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 9360	Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1901 -)	Retain as national archives
Class no. 9361	Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1901 -)	Destroy 20 years after last action
Class no. 9362	Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1901 -)	Destroy 20 years after last action
Class no. 9363	Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1901 -)	Destroy 20 years after completion or other termination of contract

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 9364	Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1901 -)	Destroy 15 years after completion or other termination of contract
Class no. 9365	Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1901 -)	Destroy 12 years after completion or other termination of contract
Class no. 9366	Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1901 -)	Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry	Description of Records	Disposal Action
Class no. 9367	Records documenting appeals from persons whose application for immigration has been rejected by the Administrator of Norfolk Island. (Date range: 1901 -)	Destroy 7 years after last action

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 9368	Delegations of power to agency staff to authorise administrative action relating to territory policy and development. (Date range: 1901 -)	Destroy 7 years after delegation expires
Class no. 9369	Authorisations for administrative action relating to the territory policy and development function. (Date range: 1901 -)	Destroy 7 years after action completed

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For less formal festivities to honour a particular event, use COMMUNITY RELATIONS - Celebrations.

For official or formal social occasions, use COMMUNITY RELATIONS – Functions (social).

For addresses delivered at ceremonies, use COMMUNITY RELATIONS – Addresses (presentations).

Entry	Description of Records	Disposal Action
Class no. 9370	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion, for example the opening of a building or major facility, or the conferring of special community awards promoted by the organisation. (Date range: 1901 -)	Retain as national archives
Class no. 9371	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes: <ul style="list-style-type: none"> • catering • venue bookings • entertainment (Date range: 1901 -)	Destroy 2 years after action completed
Class no. 9372	Records documenting all arrangements for other ceremonies of lesser significance. Includes: <ul style="list-style-type: none"> • programs • Invitations • guest lists • catering • venue bookings • entertainment (Date range: 1901 -)	Destroy 2 years after action completed

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TERRITORY POLICY AND DEVELOPMENT - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9373	Records of committees formed to consider significant matters relating to territory policy and development, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -)	Retain as national archives
Class no. 9374	Records of all other committees and/or subcommittees formed to consider specific matters relating to the territory policy and development function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9375	Working papers documenting the conduct and administration of committees which consider matters relating to the territory policy and development function. Includes: <ul style="list-style-type: none"> • agenda • notice of minutes • draft minutes (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

Entry	Description of Records	Disposal Action
Class no. 9376	Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1901 -)	Destroy 7 years after action completed

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TERRITORY POLICY AND DEVELOPMENT - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9377	Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1901 -)	Destroy 7 years after completion or other termination of contract

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the organisation's broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9378	Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to territory policy and development. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9379	Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific territory policy and development programs and services. (Date range: 1901 -)	Destroy 2 years after last action

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9380	Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1901 -)	Destroy 2 years after action completed

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL – Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TERRITORY POLICY AND DEVELOPMENT - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 9381	Records documenting the evaluation and ongoing monitoring of territory policy and development programs and services. (Date range: 1901 -)	Destroy 5 years after action completed

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 9382	Final version of minutes and supporting documents tabled at meetings held to support the territory policy and development function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 3 years after action completed
Class no. 9383	Working papers documenting the conduct and administration at meetings held to support the territory policy and development function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TERRITORY POLICY AND DEVELOPMENT - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9384	Records documenting the collation of statistics and data relating to the territory policy and development function. Includes project definitions, scope, methodology and/or accompanying report. (Date range: 1901 -)	Destroy 20 years after action completed
Class no. 9385	Statistics and raw data collected from industry and community sources. (Date range: 1901 -)	Destroy 20 years after action completed
Class no. 9386	Master copy of guidelines for the collection of data. (Date range: 1901 -)	Destroy when guidelines are superseded

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of Records	Disposal Action
Class no. 9387	Final version of plans. (Date range: 1901 -)	Destroy 3 years after plan is superseded
Class no. 9388	Working papers used to develop all plans. Includes draft plans, reports analysing issues and comments received from all areas of the organisation. (Date range: 1901 -)	Destroy 1 year after adoption of the final plan
Class no. 9389	Copies of all territory policy and development plans. (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9390	Final versions and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the territory policy and development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1901 -)	Retain as national archives
Class no. 9391	Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the territory policy and development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1901 -)	Destroy 20 years after policy is superseded
Class no. 9392	Working papers relating to the development and establishment of territory policy and development policies. (Date range: 1901 -)	Destroy 3 years after policy is superseded
Class no. 9393	Copies of territory policy and development related plans. (Date range: 1942 -)	Destroy when no longer required for administration or as a reference document

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 9394	Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1901 -)	Destroy 5 years after procedures are superseded
Class no. 9395	Records documenting the development of procedures. (Date range: 1901 -)	Destroy 1 year after production of procedures
Class no. 9396	Copies of manuals, handbooks, directives etc. (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TERRITORY POLICY AND DEVELOPMENT - Policy.

For the procedures to be followed relating to program funding, use TERRITORY POLICY AND DEVELOPMENT - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9397	Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1901 -)	Destroy 7 years after completion of the program or project
Class no. 9398	Unapproved applications for funding. (Date range: 1901 -)	Destroy 3 years after last action
Class no. 9399	All working papers on the allocation of funds. (Date range: 1901 -)	Destroy 3 years after completion of program or project

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 9400	Final version of formal internal reports and reports made to external agencies. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9401	Final version of work progress reports and status reports. (Date range: 1901 -)	Destroy 3 years after action completed
Class no. 9402	Working papers documenting the development of reports including drafts and comments. (Date range: 1901 -)	Destroy 1 year after action completed

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TERRITORY POLICY AND DEVELOPMENT - Policy.

Entry	Description of Records	Disposal Action
Class no. 9403	Final versions of research reports. (Date range: 1901 -)	Destroy 10 years after publication
Class no. 9404	Drafts, comments and working papers documenting research. (Date range: 1901 -)	Destroy 5 years after action completed

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TERRITORY POLICY AND DEVELOPMENT - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9405	Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9406	Working papers documenting a review of programs and operations. (Date range: 1901 -)	Destroy 2 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TERRITORY POLICY AND DEVELOPMENT - Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9407	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1901 -)	Destroy 20 years after completion or other termination of contract
Class no. 9408	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1901 -)	Destroy 15 years after completion or other termination of contract
Class no. 9409	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1901 -)	Destroy 12 years after completion or other termination of contract
Class no. 9410	Records documenting the development and issue of tender documentation relating to the territory policy and development function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1901 -)	Destroy 7 years after tender process completed

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TERRITORY POLICY AND DEVELOPMENT - Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9411	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1901 -)	Destroy 7 years after tender process completed
Class no. 9412	Records documenting post-offer negotiations and due diligence checks. (Date range: 1901 -)	Destroy 7 years after tender process completed
Class no. 9413	Tender register. (Date range: 1901 -)	Destroy 7 years after last entry
Class no. 9414	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1901 -)	Destroy 7 years after completion or other termination of contract
Class no. 9415	Contract register. (Date range: 1901 -)	Destroy 7 years after last entry
Class no. 9416	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1901 -)	Destroy 2 years after tender process completed or decision made not to continue with tender

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS - Reporting.

Entry	Description of Records	Disposal Action
Class no. 9417	Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport environment management function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> minutes providing advice to the Ministers government responses to inquiry or report recommendations high-level working papers such as major drafts. (Date range: 1974 -)	Retain as national archives
Class no. 9418	Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1974 -)	Destroy 10 years after action completed
Class no. 9419	Records documenting the receipt and provision of external advice on transport environment management issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1974 -)	Destroy 5 years after action completed
Class no. 9420	Records documenting the receipt and provision of internal advice on transport environment management issues. (Date range: 1974 -)	Destroy 1 year after action completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT ENVIRONMENT MANAGEMENT - Advice.

For liaison through committees, use TRANSPORT ENVIRONMENT MANAGEMENT – Committees.

Entry	Description of Records	Disposal Action
Class no. 9421	Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1974 -)	Destroy 3 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 9422	Delegations of power to agency staff to authorise administrative action relating to transport environment management. (Date range: 1974 -)	Destroy 7 years after delegation expires
Class no. 9423	Authorisations for administrative action relating to the transport environment management function. (Date range: 1974 -)	Destroy 7 years after action completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT ENVIRONMENT MANAGEMENT - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9424	Records of committees formed to consider significant matters relating to transport environment management, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Standing Committee on Transport (SCOT). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1974 -)	Retain as national archives
Class no. 9425	Records of all other committees and/or subcommittees formed to consider specific matters relating to the transport environment management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1974 -)	Destroy 5 years after action completed
Class no. 9426	Working papers documenting the conduct and administration of committees which consider matters relating to the transport environment management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

Entry	Description of Records	Disposal Action
Class no. 9427	Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1974 -)	Destroy 7 years after action completed

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT ENVIRONMENT MANAGEMENT - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9428	Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1974 -)	Destroy 7 years after completion or other termination of contract

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the organisation's broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9429	Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to transport environment management. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1974 -)	Destroy 5 years after action completed
Class no. 9430	Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport environment management programs and services. (Date range: 1974 -)	Destroy 2 years after last action

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9431	Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1974 -)	Destroy 2 years after action completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT ENVIRONMENT MANAGEMENT - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 9432	Records documenting the evaluation and ongoing monitoring of transport environment management programs and services. (Date range: 1974 -)	Destroy 5 years after action completed

Industry Standards Compliance

The activities associated with the application of standards to the transport industry and enforcement of those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations.

For compliance with what is currently known as the Australian Design Rules, use TRANSPORT SERVICES & REGULATIONS - Industry Standards Compliance.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

Entry	Description of Records	Disposal Action
Class no. 9433	Records documenting the activities associated with the application of environment standards to transport industry and compliance with those standards. (Date range: 1974 -)	Destroy 7 years after action completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Industry Standards Development

The activities associated with developing and disseminating standards for transport activities.

Entry	Description of Records	Disposal Action
Class no. 9434	Final version of transport environment management industry standards. (Date range: 1974 -)	Destroy 10 years after standard superseded
Class no. 9435	Working papers and other documentation used in developing transport environment management industry standards. Includes draft standards, reports analysing issues and internal and industry/public consultation. (Date range: 1974 -)	Destroy when standard superseded

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 9436	Final version of minutes and supporting documents tabled at meetings held to support the transport environment management function. Includes meetings with external agencies. (Date range: 1974 -)	Destroy 3 years after action completed
Class no. 9437	Working papers documenting the conduct and administration of meetings held to support the transport environment management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT ENVIRONMENT MANAGEMENT - Evaluation.

For the analysis and interpretation of data, use TRANSPORT ENVIRONMENT MANAGEMENT - Statistical Analysis.

Entry	Description of Records	Disposal Action
Class no. 9438	Records documenting the collation of statistics and data relating to the transport environment management function. Includes: <ul style="list-style-type: none"> • project definitions • scope • methodology • accompanying report (Date range: 1974 -)	Destroy 20 years after action completed
Class no. 9439	Statistics and raw data collected from industry and community sources. (Date range: 1974 -)	Destroy 20 years after action completed
Class no. 9440	Master copy of guidelines for the collection of data. (Date range: 1974 -)	Destroy when guidelines are superseded

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of Records	Disposal Action
Class no. 9441	Final version of transport environment management program and project plans. (Date range: 1974 -)	Destroy 3 years after plan superseded
Class no. 9442	Working papers used to develop transport environment management program and project plans. Includes draft plans, reports analysing issues, and consultation with internal and external stakeholders. (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document
Class no. 9443	Final approved versions of airport environment strategies. (Date range: 1974 -)	Destroy 1 year after strategy is superseded

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Planning - Continued

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of Records	Disposal Action
Class no. 9444	Working papers used to develop airport environment strategies. Includes draft plans, reports analysing issues, and consultation with internal and external stakeholders. (Date range: 1974 -)	Destroy 1 year after strategy is superseded
Class no. 9445	Copies of transport environment management related plans. (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9446	Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport environment management function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1974 -)	Retain as national archives
Class no. 9447	Final version and key supporting records of transport environment management policies that do not have a far-reaching affect or major impact on the transport environment management function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1974 -)	Destroy 20 years after policy is superseded

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9448	Records documenting the development, establishment and precedents of transport environment management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents. (Date range: 1974 -)	Destroy 20 years after policy is superseded
Class no. 9449	Working papers relating to the development and establishment of transport environment management policies. (Date range: 1974 -)	Destroy 3 years after policy is superseded
Class no. 9450	Copies of transport environment management policies. (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 9451	Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1974 -)	Destroy 5 years after procedures are superseded
Class no. 9452	Records documenting the development of procedures. (Date range: 1974 -)	Destroy 1 year after production of procedures
Class no. 9453	Copies of manuals, handbooks, directives etc. (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TERRITORY POLICY AND DEVELOPMENT - Policy.

For the procedures to be followed relating to program funding, use TERRITORY POLICY AND DEVELOPMENT - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9454	Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1974 -)	Destroy 7 years after completion of the program or project
Class no. 9455	Unapproved applications for funding. (Date range: 1974 -)	Destroy 3 years after last action
Class no. 9456	All working papers on the allocation of funds. (Date range: 1974 -)	Destroy 3 years after completion of the program or project

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 9457	Final version of formal internal reports and reports made to external agencies. (Date range: 1974 -)	Destroy 5 years after action completed
Class no. 9458	Final version of work progress reports and status reports. (Date range: 1974 -)	Destroy 3 years after action completed
Class no. 9459	Working papers documenting the development of reports including drafts and comments. (Date range: 1974 -)	Destroy 1 year after action completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT ENVIRONMENT MANAGEMENT - Policy.

Entry	Description of Records	Disposal Action
Class no. 9460	Final versions of research reports. (Date range: 1974 -)	Destroy 10 years after publication
Class no. 9461	Drafts, comments and working papers documenting research. (Date range: 1974 -)	Destroy 5 years after action completed

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT ENVIRONMENT MANAGEMENT - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9462	Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1974 -)	Destroy 5 years after action completed
Class no. 9463	Working papers documenting a review of programs and operations. (Date range: 1974 -)	Destroy 2 years after action completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

Entry	Description of Records	Disposal Action
Class no. 9464	Final version of statistical analysis reports. (Date range: 1974 -)	Destroy 10 years after publication
Class no. 9465	Databases of aggregated data used for trend analysis. (Date range: 1974 -)	Destroy 10 years after data superseded
Class no. 9466	Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1974 -)	Destroy 5 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT ENVIRONMENT MANAGEMENT - Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9467	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1974 -)	Destroy 20 years after completion or other termination of contract
Class no. 9468	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1974 -)	Destroy 15 years after completion or other termination of contract
Class no. 9469	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1974 -)	Destroy 12 years after completion or other termination of contract
Class no. 9470	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1974 -)	Destroy 7 years after tender process completed

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT ENVIRONMENT MANAGEMENT - Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9471	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1974 -)	Destroy 7 years after tender process completed
Class no. 9472	Records documenting post-offer negotiations and due diligent checks. (Date range: 1974 -)	Destroy 7 years after tender process completed
Class no. 9473	Tender register. (Date range: 1974 -)	Destroy 7 years after last entry
Class no. 9474	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1974 -)	Destroy 7 years after completion or other termination of contract
Class no. 9475	Contract register. (Date range: 1974 -)	Destroy 7 years after last entry
Class no. 9476	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1974 -)	Destroy 2 years after tender process completed or decision made not to continue with tender

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

Entry	Description of Records	Disposal Action
Class no. 9477	Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport infrastructure development function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1901 -)	Retain as national archives
Class no. 9478	Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1901 -)	Destroy 10 years after action completed
Class no. 9479	Records documenting the receipt and provision of external advice on transport infrastructure development issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9480	Records documenting the receipt and provision of internal advice on transport infrastructure development issues. (Date range: 1901 -)	Destroy 1 year after action completed

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Advice.

For liaison through committees, use TRANSPORT INFRASTRUCTURE DEVELOPMENT – Committees.

Entry	Description of Records	Disposal Action
Class no. 9481	Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1901 -)	Destroy 3 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 9482	Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1901 -)	Retain as national archives
Class no. 9483	Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1901 -)	Destroy 20 years after last action
Class no. 9484	Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1901 -)	Destroy 20 years after last action
Class no. 9485	Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1901 -)	Destroy 20 years after completion or other termination of contract

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 9486	Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1901 -)	Destroy 15 years after completion or other termination of contract
Class no. 9487	Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1901 -)	Destroy 12 years after completion or other termination of contract
Class no. 9488	Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1901 -)	Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 9489	Delegations of power to agency staff to authorise administrative action relating to transport infrastructure development. (Date range: 1901 -)	Destroy 7 years after delegation expires
Class no. 9490	Authorisations for administrative action relating to the transport infrastructure development function. (Date range: 1901 -)	Destroy 7 years after action completed

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9491	Records of committees formed to consider significant matters relating to transport infrastructure development, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -)	Retain as national archives
Class no. 9492	Records of all other committees and/or subcommittees formed to consider specific matters relating to transport infrastructure development function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9493	Working papers documenting the conduct and administration of committees which consider matters relating to the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • agenda • notice of minutes • draft minutes. (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

Entry	Description of Records	Disposal Action
Class no. 9494	Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1901 -)	Destroy 7 years after action completed

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9495	Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1901 -)	Destroy 7 years after completion or other termination of contract

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Disposal of Business Entities

The activities associated with the disposal of all or parts of business entities that are linked to the organisation, by sale, transfer, or other means.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9496	Final versions of disposal agreements, significant reports and recommendations documenting the disposal of business entities or parts of such entities. (Date range: 1901 -)	Retain as national archives
Class no. 9497	Signed contracts under seal resulting from tenders and related records for the disposal of business entities in Western Australia when there is no tendering process. (Date range: 1901 -)	Destroy 20 years after completion or other termination of contract
Class no. 9498	Records documenting investigations into disposal options, liaison with other agencies and parties and the preparation of disposal agreements. Includes working papers and drafts. (Date range: 1901 -)	Destroy 15 years after last action
Class no. 9499	Signed contracts under seal resulting from tenders and related records for the disposal of business entities in Victoria and South Australia when there is no tendering process. (Date range: 1901 -)	Destroy 15 years after completion or other termination of contract
Class no. 9500	Signed contracts under seal resulting from tenders and related records for the disposal of business entities in New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory when there is no tendering process. (Date range: 1901 -)	Destroy 12 years after completion or other termination of contract

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining agency's broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9501	Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local government relating to transport infrastructure development. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9502	Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport infrastructure development programs and services. (Date range: 1901 -)	Destroy 2 years after last action

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS – Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9503	Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1901 -)	Destroy 2 years after action completed

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 9504	Records documenting the evaluation and ongoing monitoring of transport infrastructure development programs and services. (Date range: 1901 -)	Destroy 5 years after action completed

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 9505	Final version of minutes and supporting documents tabled at meetings held to support the transport infrastructure development function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 3 years after action completed
Class no. 9506	Working papers documenting the conduct and administration of meetings held to support the transport infrastructure development function. Includes agenda, notices of meetings and draft minutes. (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Modelling

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.

For the evaluation of programs, items of equipment, systems or services that do not involve monitoring, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9507	Records documenting the development of business or technical models used to support the analysis and evaluation of the transport infrastructure development function. (Date range: 1901 -)	Destroy 20 years after action completed

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Evaluation.

For the analysis and interpretation of data, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Statistical Analysis.

Entry	Description of Records	Disposal Action
Class no. 9508	Records documenting the collation of statistics and data relating to the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • project definitions • scope • methodology • accompanying report (Date range: 1901 -)	Destroy 20 years after action completed
Class no. 9509	Statistics and raw data collected from industry and community sources. (Date range: 1901 -)	Destroy 20 years after action completed
Class no. 9510	Master copy of guidelines for the collection of data. (Date range: 1901 -)	Destroy when guidelines are superseded

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of Records	Disposal Action
Class no. 9511	Final version of transport infrastructure development management plans, including those of state, regional or an overseas office. (Date range: 1901 -)	Destroy 3 years after plan is superseded
Class no. 9512	Working papers used to develop all management plans. Includes draft plans, reports analysing issues and comments received from areas of the agency. (Date range: 1901 -)	Destroy 1 year after adoption of the final plan
Class no. 9513	Copies of all transport infrastructure development plans. (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9514	Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results from high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1901 -)	Retain as national archives

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9515	Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results from high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1901 -)	Destroy 20 year after policy is superseded
Class no. 9516	Records documenting the development, establishment and precedents of transport infrastructure development policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents. (Date range: 1901 -)	Destroy 20 years after policy is superseded
Class no. 9517	Working papers relating to the development and establishment of transport infrastructure development policies. (Date range: 1901 -)	Destroy 3 years after policy is superseded
Class no. 9518	Copies of transport environment management policies. (Date range: 1974 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 9519	Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1901 -)	Destroy 5 years after procedures are superseded
Class no. 9520	Records documenting the development of procedures. (Date range: 1901 -)	Destroy 1 year after production of procedures
Class no. 9521	Copies of manuals, handbooks, directives etc. (Date range: 1901 -)	Destroy when no longer required for administration or as a reference document

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Policy.

For the procedures to be followed relating to Program Funding, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9522	Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments. (Date range: 1901 -)	Destroy 7 years after completion of the program or project
Class no. 9523	Unapproved applications for funding. (Date range: 1901 -)	Destroy 3 years after last action
Class no. 9524	All working papers on the allocation of funds. (Date range: 1901 -)	Destroy 3 years after completion of the program or project

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 9525	Final version of formal internal reports and reports made to external agencies. (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9526	Final version of progress work reports and status reports. (Date range: 1901 -)	Destroy 3 years after action completed
Class no. 9527	Working papers documenting the development of reports including drafts and comments. (Date range: 1901 -)	Destroy 1 year after action completed

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Policy.

Entry	Description of Records	Disposal Action
Class no. 9528	Final versions of research reports. (Date range: 1901 -)	Destroy 10 years after publication
Class no. 9529	Drafts, comments and working papers documenting research. (Date range: 1901 -)	Destroy 5 years after action completed

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9530	Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1901 -)	Destroy 5 years after action completed
Class no. 9531	Working papers documenting a review of programs and operations. (Date range: 1901 -)	Destroy 2 years after action completed

Statistical Analysis

The activities involved in the interpretation of statistical data collected or provided to the organisation.

Entry	Description of Records	Disposal Action
Class no. 9532	Final version of statistical analysis reports. (Date range: 1901 -)	Destroy 10 years after publication
Class no. 9533	Databases of aggregated data used for trend analysis. (Date range: 1901 -)	Destroy 10 years after data superseded
Class no. 9534	Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1901 -)	Destroy 5 years after action completed

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9535	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1901 -)	Destroy 20 years after completion or other termination of contract
Class no. 9536	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1901 -)	Destroy 15 years after completion or other termination of contract
Class no. 9537	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1901 -)	Destroy 12 years after completion or other termination of contract
Class no. 9538	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1901 -)	Destroy 7 years after tender process completed
Class no. 9539	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1901 -)	Destroy 7 years after tender process completed
Class no. 9540	Records documenting post-offer negotiations and due diligent checks. (Date range: 1901 -)	Destroy 7 years after tender process completed
Class no. 9541	Tender register. (Date range: 1901 -)	Destroy 7 years after last entry
Class no. 9542	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1901 -)	Destroy 7 years after completion or other termination of contract

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9543	Contract register. (Date range: 1901 -)	Destroy 7 years after last entry
Class no. 9544	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1901 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

Entry	Description of Records	Disposal Action
Class no. 9545	Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport safety function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1906 -)	Retain as national archives
Class no. 9546	Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1906 -)	Destroy 10 years after action completed
Class no. 9547	Records documenting the receipt and provision of external advice on transport safety issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1906 -)	Destroy 5 years after action completed
Class no. 9548	Records documenting the receipt and provision of internal advice on transport safety issues. (Date range: 1906 -)	Destroy 1 year after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT SAFETY - Advice.

For liaison through committees, use TRANSPORT SAFETY - Committees.

Entry	Description of Records	Disposal Action
Class no. 9549	Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1906 -)	Destroy 3 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry	Description of Records	Disposal Action
Class no. 9550	Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1906 -)	Retain as national archives

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9551	Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1906 -)	Destroy 20 years after last action
Class no. 9552	Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1906 -)	Destroy 20 years after last action
Class no. 9553	Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1906 -)	Destroy 20 years after completion or other termination of contract
Class no. 9554	Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1906 -)	Destroy 15 years after completion or other termination of contract
Class no. 9555	Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1906 -)	Destroy 12 years after completion or other termination of contract
Class no. 9556	Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1906 -)	Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 9557	Delegations of power to agency staff to authorise administrative action relating to transport safety. (Date range: 1906 -)	Destroy 7 years after delegation expires
Class no. 9558	Authorisations for administrative actions relating to the transport safety function. (Date range: 1906 -)	Destroy 7 years after action completed

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SAFETY - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9559	Records of committees formed to consider significant matters relating to transport safety, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1906 -)	Retain as national archives
Class no. 9560	Records of all other committees and/or subcommittees formed to consider specific matters relating to transport safety function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1906 -)	Destroy 5 years after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SAFETY - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9561	Working papers documenting the conduct and administration of committees which consider matters relating to the transport safety function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1906 -)	Destroy when no longer required for administration or as a reference document

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

Entry	Description of Records	Disposal Action
Class no. 9562	Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1906 -)	Destroy 7 years after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT SAFETY - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9563	Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1906 -)	Destroy 7 years after completion or other termination of contract

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9564	Records documenting the management of specific customer services provided to the public e.g. managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. (Date range: 1906 -)	Destroy 3 years after action completed
Class no. 9565	Records documenting the development of service charters and directives relating to the provision of services to the organisations public clients. Includes copies of internal directives and charters. (Date range: 1906 -)	Destroy 3 years after charter and directives superseded

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the provision of transport safety related information used for educational sessions provided to stakeholders, use TRANSPORT SAFETY – Education.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the organisation's broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9566	Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to transport safety. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1906 -)	Destroy 5 years after action completed
Class no. 9567	Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport safety programs and services. (Date range: 1906 -)	Destroy 2 years after last action

Education

The activities involved in providing safety-related information to stakeholders via educational sessions and materials. Includes determining needs for educational development and implementation of educational sessions.

For the provision of visits, presentations and transport safety related information used to raise awareness among external agencies, professional bodies, industry and community groups and the public, about specific programs or services, use TRANSPORT SAFETY – Dissemination.

Entry	Description of Records	Disposal Action
Class no. 9568	Records documenting the development, implementation and dissemination of educational information and materials. (Date range: 1906 -)	Destroy 10 years after action completed
Class no. 9569	Records documenting administrative arrangements for dissemination of educational information and materials. (Date range: 1906 -)	Destroy 2 years after action completed
Class no. 9570	Master sets of educational materials. (Date range: 1906 -)	Destroy 1 year after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9571	Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1906 -)	Destroy 2 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL – Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT SAFETY - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 9572	Records documenting the evaluation and ongoing monitoring of transport safety programs and services. (Date range: 1906 -)	Destroy 5 years after evaluation completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Expert Witness

The activities associated with providing testimony where organisational staff are subpoenaed as third party, expert witnesses in civil or criminal proceedings. Does not include cases where the organisation is the claimant or respondent. Includes documentation detailing attendance at inquests, expert advice and evidence provided.

For cases where the organisation is the claimant or respondent, use LEGAL SERVICES - Litigation.

For instances where evidence is given as part of an official inquiry, use GOVERNMENT RELATIONS - Inquiries.

Entry	Description of Records	Disposal Action
Class no. 9573	Records and working papers documenting the organisation's contribution and involvement in civil or criminal proceedings relating to the transport safety function. (Date range: 1906 -)	Destroy 25 years after action completed
Class no. 9574	Records documenting the management of subpoenas. (Date range: 1906 -)	Destroy 3 years after action completed

Industry Standards Compliance

The activities associated with the application of standards to the motor vehicle industry and enforcement of those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations specific to motor vehicles.

For compliance with what is currently known as the Australian Design Rules, use TRANSPORT SERVICES & REGULATION - Industry Standards Compliance.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

For compliance with the regulating of the transport industry, excluding motor vehicles, use TRANSPORT SERVICES AND REGULATION – Industry Standards Compliance

Entry	Description of Records	Disposal Action
Class no. 9575	Records documenting the issuing of permits, licences and registrations in relation to motor vehicle imports. (Date range: 1906 -)	Destroy 30 years after last action
Class no. 9576	Records documenting the activities associated with the application of transport safety standards to transport industry and compliance with those standards. (Date range: 1906 -)	Destroy 7 years after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Industry Standards Development

The activities associated with developing and disseminating standards for transport activities.

For the development of Industry Standards regulating Airport Management, use TRANSPORT SERVICES AND REGULATIONS – Industry Standards Development

Entry	Description of Records	Disposal Action
Class no. 9577	Documents recording activities associated with the development of transport safety industry standards. Includes final versions of standards. (Date range: 1906 -)	Destroy 20 years after action completed
Class no. 9578	Working papers and other documentation used in developing transport safety industry standards. Includes draft standards, reports analysing issues and internal and industry/public consultation. (Date range: 1906 -)	Destroy when standard superseded

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
Class no. 9579	Final version of minutes and supporting documents tabled at meetings held to support the transport safety function. Includes meetings with external agencies. (Date range: 1906 -)	Destroy 3 years after action completed
Class no. 9580	Working papers documenting the conduct and administration of meetings held to support the transport safety function. Includes agenda, notices of meetings and draft minutes. (Date range: 1906 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT SAFETY - Evaluation.

For the analysis and interpretation of data, use TRANSPORT SAFETY - Statistical Analysis.

Entry	Description of Records	Disposal Action
Class no. 9581	Records documenting the collation of statistics and data relating to the transport safety function. Includes project definitions, scope, methodology and/or accompanying report. (Date range: 1906 -)	Destroy 20 years after action completed
Class no. 9582	Statistics and raw data collected from industry and community sources. (Date range: 1906 -)	Destroy 20 years after action completed
Class no. 9583	Master copy of guidelines for the collection of data. (Date range: 1906 -)	Destroy when published guidelines are superseded

Planning

The process of formulating ways in which objectives can be achieved. Includes determination and development of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

For the process involved in the publication of plans, use PUBLICATION – Production.

Entry	Description of Records	Disposal Action
Class no. 9584	Final versions of plans relating to transport safety. (Date range: 1906 -)	Destroy 3 years after plan is superseded
Class no. 9585	Working papers used to develop all plans. Includes draft plans, reports analysing issues and comments received from all areas of the organisation. (Date range: 1906 -)	Destroy 1 year after final plan adopted
Class no. 9586	Copies of all transport safety plans. (Date range: 1906 -)	Destroy when no longer required as a reference document

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9587	Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport safety function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • results of high-level consultation • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1906 -)	Retain as national archives
Class no. 9588	Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the transport safety function. Includes <ul style="list-style-type: none"> • policy proposals • key research papers • supporting reports • results of high-level consultation • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1906 -)	Destroy 20 years after policy is superseded
Class no. 9589	Working papers relating to the development and establishment of transport safety policies. (Date range: 1906 -)	Destroy 3 years after policy is superseded
Class no. 9590	Copies of transport environment management policies. (Date range: 1906 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 9591	Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1906 -)	Destroy 5 years after procedures are superseded
Class no. 9592	Records documenting the development of procedures. (Date range: 1906 -)	Destroy 1 year after production of procedures
Class no. 9593	Copies of manuals, handbooks, directives etc. (Date range: 1906 -)	Destroy when no longer required for administration or as a reference document

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments, monitoring and reporting of expenditure.

For the program funding policy development, use TRANSPORT SAFETY - Policy.

For the procedures to be followed relating to program funding, use TRANSPORT SAFETY - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9594	Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1906 -)	Destroy 7 years after completion of program or project
Class no. 9595	Unapproved applications for funding. (Date range: 1906 -)	Destroy 3 years after last action
Class no. 9596	All working papers on the allocation of funds. (Date range: 1906 -)	Destroy 3 years after completion of program or project

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 9597	Final version of formal internal reports and reports made to external agencies. (Date range: 1906 -)	Retain as national archives
Class no. 9598	Final version of progress work reports and status reports. (Date range: 1906 -)	Destroy 3 years after action completed
Class no. 9599	Working papers documenting the development of reports including drafts and comments. (Date range: 1906 -)	Destroy 1 year after action completed

Research

The activities involved in investigating or enquiring into a subject or area of interest including analysis in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT SAFETY - Policy.

Entry	Description of Records	Disposal Action
Class no. 9600	Final version of research reports where the research significantly altered approaches to transport safety. (Date range: 1906 -)	Retain as national archives
Class no. 9601	Final version of research reports where the research did not significantly alter approaches to transport safety. (Date range: 1906 -)	Destroy 10 years after publication
Class no. 9602	Drafts, comments and working papers documenting research. (Date range: 1906 -)	Destroy 5 years after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT SAFETY - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9603	Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1906 -)	Destroy 5 years after action completed
Class no. 9604	Working papers documenting a review of programs and operations. (Date range: 1906 -)	Destroy 2 years after action completed

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

Entry	Description of Records	Disposal Action
Class no. 9605	Records documenting the implementation of industry and agency standards. (Date range: 1906 -)	Destroy 7 years after standard is superseded

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

Entry	Description of Records	Disposal Action
Class no. 9606	Final version of statistical analysis reports. (Date range: 1906 -)	Destroy 10 years after publication
Class no. 9607	Databases of aggregated data used for trend analysis. (Date range: 1906 -)	Destroy 10 years after data superseded
Class no. 9608	Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1901 -)	Destroy 5 years after action completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Systematic Investigations

The activities involved in investigating, analysing, and reporting on the factors involved in transport related accidents, incidents and safety deficiencies.

For the process of making recommendations to authorities and other parties for transport safety improvements, use TRANSPORT SAFETY - Reporting.

Entry	Description of Records	Disposal Action
Class no. 9609	Records documenting high-level aviation, maritime and rail investigations. Investigations involving: <ul style="list-style-type: none"> • fatality • political sensitivity or high-level media coverage • substantial damage to or destruction of aircraft, ships or trains. Includes what is currently known as aviation category 1-4 investigations. Includes engineering recorded data, analysis records and safety advisory deficiency notices. (Date range: 1906 -)	Retain as national archives
Class no. 9610	Records documenting Australian motor vehicle safety investigations. (Date range: 1906 -)	Destroy 15 years after investigation completed
Class no. 9611	Records documenting vehicle recalls. (Date range: 1906 -)	Destroy 10 years after action completed
Class no. 9612	Records documenting low-level aviation, maritime, and rail investigations not involving: <ul style="list-style-type: none"> • fatality • political sensitivity or high-level media coverage • substantial damage to or destruction of aircraft, ships or trains. Includes what is currently known as aviation category 5 investigations. Also includes engineering and recorded data analysis, records and safety advisory deficiency notices. (Date range: 1906 -)	Destroy 5 years after investigation completed

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process arranging, procuring and managing the provision of services by an external consultant once the tender has been finalised, use TRANSPORT SAFETY - Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9613	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1906 -)	Destroy 20 years after completion or other termination of contract
Class no. 9614	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1906 -)	Destroy 15 years after completion or other termination of contract
Class no. 9615	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1906 -)	Destroy 12 years after completion or other termination of contract
Class no. 9616	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1906 -)	Destroy 7 years after tender process completed
Class no. 9617	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1906 -)	Destroy 7 years after tender process completed
Class no. 9618	Records documenting post-offer negotiations and due diligent checks. (Date range: 1906 -)	Destroy 7 years after tender process completed
Class no. 9619	Tender register. (Date range: 1906 -)	Destroy 7 years after last entry

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Tendering - Continued

The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

For the process arranging, procuring and managing the provision of services by an external consultant once the tender has been finalised, use TRANSPORT SAFETY - Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9620	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1906 -)	Destroy 7 years after completion or other termination of contract
Class no. 9621	Contract register. (Date range: 1906 -)	Destroy 7 years after last entry
Class no. 9622	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1906 -)	Destroy 2 years after tender process completed or decision made not to continue with tender

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS - Reporting.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

Entry	Description of Records	Disposal Action
Class no. 9623	Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport services and regulations function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> minutes providing advice to the Ministers government responses to inquiry or report recommendations high-level working papers such as major drafts. (Date range: 1912 -)	Retain as national archives
Class no. 9624	Records documenting the receipt and provision of external advice on transport services and regulations issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1912 -)	Destroy 5 years after last action completed
Class no. 9625	Records documenting the receipt and provision of internal advice on transport services and regulations issues. (Date range: 1912 -)	Destroy 1 year after last action completed

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory, or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT SERVICES AND REGULATIONS - Advice.

For liaison through committees, use TRANSPORT SERVICES AND REGULATIONS - Committees.

Entry	Description of Records	Disposal Action
Class no. 9626	Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1912 -)	Destroy 3 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Entry	Description of Records	Disposal Action
Class no. 9627	Delegations of power to agency staff to authorise administrative action in relation to transport services and regulations. (Date range: 1912 -)	Destroy 7 years after delegation expires
Class no. 9628	Authorisations for administrative action relating to the transport services and regulations function. (Date range: 1912 -)	Destroy 3 years after action completed

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Capacity Allocation

The activities involved in determining, renewing and reviewing capacity allocations to Australian international airlines and keeping the register of available capacity. Capacity means an amount of space (however worked out or described) for the carriage of passengers or freight (or both) by persons designated, nominated or otherwise similarly authorised by Australia, being carriage permitted under a bilateral arrangement, or a combination of bilateral arrangements.

Entry	Description of Records	Disposal Action
Class no. 9629	Register of available capacity. (Date range: 1992 -)	Destroy 15 years after data superseded
Class no. 9630	Capacity allocation determinations. Includes: <ul style="list-style-type: none"> • applications for capacity • decisions to vary capacity • working papers and calculations documenting the process. (Date range: 1992 -)	Destroy 10 years after determination revoked

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SERVICES AND REGULATIONS - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9631	Records of committees formed to consider significant matters relating to transport services and regulations, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1912 -)	Retain as national archives
Class no. 9632	Records of all other committees and/or subcommittees formed to consider matters relating to the transport services and regulations function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1912 -)	Destroy 5 years after action completed

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SERVICES AND REGULATIONS - Meetings.

Entry	Description of Records	Disposal Action
Class no. 9633	Working papers documenting the conduct and administration of committees which consider matters relating to the transport services and regulations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1912 -)	Destroy when no longer required for administration or as a reference document

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

Entry	Description of Records	Disposal Action
Class no. 9634	Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1912 -)	Destroy 7 years after action completed

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT SERVICES AND REGULATIONS - Tendering.

Entry	Description of Records	Disposal Action
Class no. 9635	Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1912 -)	Destroy 7 years after completion or other termination of contract

Design Infringements

The activities associated with handling infringements and breaches of transport industry standards. Includes infringements and breaches of what is currently known as the Australian Design Rules.

Entry	Description of Records	Disposal Action
Class no. 9636	Records documenting infringements or breaches of transport industry standards, permits or licenses. Includes notifications of infringements and breaches. (Date range: 1989 -)	Destroy 10 years after action completed

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the Organisation's broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9637	Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to transport services and regulations. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1912 -)	Destroy 5 years after action completed

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Dissemination - Continued

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the Organisation's broad public profile, use COMMUNITY RELATIONS.

Entry	Description of Records	Disposal Action
Class no. 9638	Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport services and regulations programs and services. (Date range: 1912 -)	Destroy 2 years after last action

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

Entry	Description of Records	Disposal Action
Class no. 9639	Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1912 -)	Destroy 2 years after action completed

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT SERVICES AND REGULATIONS - Reviewing.

Entry	Description of Records	Disposal Action
Class no. 9640	Records documenting the evaluation and ongoing monitoring of transport services and regulations programs and services. (Date range: 1912 -)	Destroy 5 years after action completed

Industry Standards Compliance

The activities associated with the application of standards to the transport industry and compliance with those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations. Excludes motor vehicles.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

For motor vehicles, use TRANSPORT SAFETY – Industry Standards Compliance.

Entry	Description of Records	Disposal Action
Class no. 9641	Records documenting inspections of vehicle certification test facilities. (Date range: 1912 -)	Destroy 25 years after inspection completed
Class no. 9642	Records documenting registrations under what is currently known as the Federal Interstate Registration Scheme. (Date range: 1912 -)	Destroy 25 years after registration completed
Class no. 9643	Records documenting the process of vehicle certification and the granting of compliance plate approvals. Includes <ul style="list-style-type: none"> • vehicle type certification applications and supporting evidence • single uniform type inspections records • manufacturing facility audit reports • compliance plate approvals. (Date range: 1912 -)	Destroy 15 years after approval surrendered

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Industry Standards Compliance - Continued

The activities associated with the application of standards to the transport industry and compliance with those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations. Excludes motor vehicles.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

For motor vehicles, use TRANSPORT SAFETY – Industry Standards Compliance.

Entry	Description of Records	Disposal Action
Class no. 9644	Records documenting regulation of cargo agents. Includes: <ul style="list-style-type: none"> • applications • audit reports • training programs • contact details • briefings and correspondence. (Date range: 1912 -)	Destroy 10 years after regulated agent ceases to be registered
Class no. 9645	Instruments of decision relating to regulation of cargo agents. (Date range: 1912 -)	Destroy 10 years after decision withdrawn, superseded or action taken
Class no. 9646	Records documenting the activities associated with the application of environment standards to transport industry and compliance with those standards. (Date range: 1912 -)	Destroy 7 years after action completed
Class no. 9647	Records documenting the review and approval of airport master plans, including the final plan. (Date range: 1912 -)	Destroy 1 year after plan superseded

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Industry Standards Development

The activities associated with developing and disseminating standards for transport activities.

For the handling of infringements or breaches of transport industry standards, including what is currently known as the Australian Design Rules, use TRANSPORT SERVICES AND REGULATIONS – Design Infringements.

For the process involved in the publication of what is currently known as the Australian Design Rules, use PUBLICATION – Production.

For motor vehicles, use TRANSPORT SAFETY – Industry Standards Compliance.

Entry	Description of Records	Disposal Action
Class no. 9648	Master copies of the determinations by the Minister for what is currently known as the Australian Design Rules. (Date range: 1912 -)	Destroy 20 years after superseded
Class no. 9649	Working papers used for the development of what is currently known as the Australian Design Rules. Includes: <ul style="list-style-type: none"> • work program • deliberations of the consultative committee • reports (Date range: 1912 -)	Destroy 10 years after the rule is introduced
Class no. 9650	Final version of transport services and regulation industry standards. (Date range: 1912 -)	Destroy 10 years after standard superseded
Class no. 9651	Working papers and other documentation used in developing transport industry and service standards. Includes draft standards, reports analysing issues and internal and industry/public consultation. Excludes working papers used for the development of what is currently known as the Australian Design Rules. (Date range: 1912 -)	Destroy when standard superseded

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

For leasing from another organisation, use PROPERTY MANAGEMENT – Leasing.

Entry	Description of Records	Disposal Action
Class no. 9652	Records documenting leasing-out arrangements. Includes negotiations and signed leases. (Date range: 1912 -)	Destroy 7 years after lease expires or is terminated
Class no. 9653	Working papers documenting the ongoing management of leases where the organisation is the lessor. (Date range: 1912 -)	Destroy 7 years after lease expires or is terminated

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings with external agencies, use TRANSPORT SERVICES AND REGULATIONS - Agency Liaison.

Entry	Description of Records	Disposal Action
Class no. 9654	Final version of minutes and supporting documents tabled at meetings held to support the transport services and regulations function. Includes meetings with external agencies. (Date range: 1912 -)	Destroy 3 years after action completed
Class no. 9655	Working papers documenting the conduct and administration of meetings held to support the transport services and regulations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1912 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT SERVICES AND REGULATIONS - Evaluation.

For the analysis and interpretation of data, use TRANSPORT SERVICES AND REGULATIONS - Statistical Analysis.

Entry	Description of Records	Disposal Action
Class no. 9656	Records documenting the collation of statistics and data relating to the transport services and regulations function. Includes project definitions, scope, methodology and/or accompanying report. (Date range: 1912 -)	Destroy 20 years after action completed
Class no. 9657	Statistics and raw data collected from industry and community sources. (Date range: 1912 -)	Destroy 20 years after action completed
Class no. 9658	Master copy of guidelines for the collection of data. (Date range: 1912 -)	Destroy when guidelines are superseded

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

Entry	Description of Records	Disposal Action
Class no. 9659	Final version of management plans relating to the transport services and regulations function. (Date range: 1912 -)	Destroy 3 years after plan is superseded
Class no. 9660	Working papers used to develop all management plans. Includes draft plans, reports analysing issues and comments received from areas of the organisation. (Date range: 1912 -)	Destroy 1 year after adoption of final plan
Class no. 9661	Copies of all transport services and regulations plans. (Date range: 1912-)	Destroy when no longer required for administration or as a reference document

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Entry	Description of Records	Disposal Action
Class no. 9662	Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport services and regulations function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1912 -)	Retain as national archives
Class no. 9663	Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the transport services and regulations function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1912 -)	Destroy 20 years after policy is superseded
Class no. 9664	Working papers relating to the development and establishment of transport services and regulations policies. (Date range: 1912 -)	Destroy 5 years after policy is superseded
Class no. 9665	Copies of transport services and regulations policies. (Date range: 1912 -)	Destroy when no longer required for administration or as a reference document

TRANSPORT SERVICES AND REGULATIONS

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Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Entry	Description of Records	Disposal Action
Class no. 9666	Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1912 -)	Destroy 5 years after the procedures are superseded
Class no. 9667	Records documenting the development of procedures. (Date range: 1912 -)	Destroy 1 year after the production of procedures
Class no. 9668	Copies of manuals, handbooks, directives etc. (Date range: 1912 -)	Destroy when no longer required for administration or as a reference document
Class no. 9669	Procedures relating to the capacity allocation process. (Date range: 1912 -)	Destroy when superseded
Class no. 9670	Aviation security procedures. (Date range: 1912 -)	Destroy when superseded

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TRANSPORT SERVICES AND REGULATION - Policy.

For the procedures to be followed relating to program funding, use TRANSPORT SERVICES AND REGULATION - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9671	Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments. (Date range: 1912 -)	Destroy 7 years after completion of the program or project

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Program Funding - Continued

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TRANSPORT SERVICES AND REGULATION - Policy.

For the procedures to be followed relating to program funding, use TRANSPORT SERVICES AND REGULATION - Procedures.

Entry	Description of Records	Disposal Action
Class no. 9672	Unapproved applications for funding (Date range: 1912 -)	Destroy 3 years after last action
Class no. 9673	All working papers on the allocation of funds. (Date range: 1912 -)	Destroy 3 years after completion of the program or project

Rebate, Subsidy and Levy Administration

The activities associated with administering rebate, subsidy, levy and similar schemes.

Entry	Description of Records	Disposal Action
Class no. 9674	Records documenting the establishment and management of schemes. (Date range: 1912 -)	Destroy 20 years after scheme finishes
Class no. 9675	Records documenting approved requests for payments or claims. (Date range: 1912 -)	Destroy 10 years after payment made
Class no. 9676	Records documenting unapproved or withdrawn requests for payments or claims. (Date range: 1912 -)	Destroy 7 years after request denied or withdrawn
Class no. 9677	Records documenting the receipt and dispersal of levy monies. (Date range: 1912 -)	Destroy 7 years after action completed

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Entry	Description of Records	Disposal Action
Class no. 9678	Final version of formal internal reports and reports made to external agencies. (Date range: 1912 -)	Destroy 5 years after action completed
Class no. 9679	Final version of progress work reports and status reports. (Date range: 1912 -)	Destroy 3 years after action completed
Class no. 9680	Working papers documenting the development of reports including drafts and comments. (Date range: 1912 -)	Destroy 1 year after action completed

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT SERVICES AND REGULATION - Policy.

Entry	Description of Records	Disposal Action
Class no. 9681	Final version of research reports. (Date range: 1912 -)	Destroy 10 years after publication
Class no. 9682	Drafts, comments and working papers documenting research. (Date range: 1912 -)	Destroy 5 years after action completed

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Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT SERVICES AND REGULATION - Evaluation.

Entry	Description of Records	Disposal Action
Class no. 9683	Records documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1912 -)	Destroy 5 years after action completed
Class no. 9684	Working papers documenting a review of programs and operations. (Date range: 1912 -)	Destroy 2 years after action completed

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

Entry	Description of Records	Disposal Action
Class no. 9685	Final versions of statistical analysis reports and aggregated data used for trend analysis. (Date range: 1912 -)	Destroy 10 years after publication
Class no. 9686	Databases of aggregated data used for trend analysis. (Date range: 1912 -)	Destroy 10 years after data superseded
Class no. 9687	Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1912 -)	Destroy 5 years after action completed

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Transport Security

The processes involved in reviewing, developing security policy and setting standards, security programs and ongoing communication on aviation, maritime, rail and road transport security issues. Includes the regulations, practices, procedures and safeguards.

For the activities associated with protecting agency premises from unauthorised access or damage, use PROPERTY MANAGEMENT - Security.

For the activities associated with protecting agency information systems from unauthorised access, use TECHNOLOGY & TELECOMMUNICATIONS - Security.

For the activities associated with agency personnel security clearances and criminal record checks, use PERSONNEL - Security.

Entry	Description of Records	Disposal Action
Class no. 9688	Records documenting the activities associated with checking compliance with the security regime and the identification of security risks from visits by international ships to Australia. Includes security audit reports. (Date range: 1912 -)	Destroy 30 years after last action
Class no. 9689	Records documenting security programs approved by instrument for all modes of transport. Includes exceptions or approvals stated in legislation. (Date range: 1912 -)	Destroy 15 years after instrument closed
Class no. 9690	Records documenting programs for all transport modes. Includes: <ul style="list-style-type: none"> • ad hoc security incidents • approvals for security related works procedures • counter terrorist arrangements. (Date range: 1912 -)	Destroy 15 years after action completed
Class no. 9691	Records documenting liaison and high-level negotiations relating to all transport modes with Australian and international government agencies and organisations. (Date range: 1912 -)	Destroy 5 years after action completed
Class no. 9692	Intelligence reports on specific security incidents. (Date range: 1912 -)	Destroy 5 years after issue closed
Class no. 9693	Records documenting planning for international or special events, including exercises. (Date range: 1912 -)	Destroy 5 years after event

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Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the processes of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT SERVICES & REGULATION - Contracting-out.

Entry	Description of Records	Disposal Action
Class no. 9694	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1912 -)	Destroy 20 years after completion or other termination of contract
Class no. 9695	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1912 -)	Destroy 15 years after completion or other termination of contract
Class no. 9696	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1912 -)	Destroy 12 years after completion or other termination of contract
Class no. 9697	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1912 -)	Destroy 7 years after tender process completed
Class no. 9698	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1912 -)	Destroy 7 years after tender process completed
Class no. 9699	Records documenting post-offer negotiations and due diligent checks. (Date range: 1912 -)	Destroy 7 years after tender process completed
Class no. 9700	Tender register. (Date range: 1912 -)	Destroy 7 years after last entry
Class no. 9701	Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1912 -)	Destroy 7 years after completion or other termination of contract

TRANSPORT SERVICES AND REGULATIONS

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Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the processes of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT SERVICES & REGULATION - Contracting-out.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Class no. 9702	Contract register. (Date range: 1912 -)	Destroy 7 years after last entry
Class no. 9703	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1912 -)	Destroy 2 years after tender process completed or decision made not to continue with the tender